



CHRISTIAN HERITAGE COLLEGE

POLICY: Time Limits for Course Completion

Policy Group(s): Group B: Academic – 1: Students (Ref: B1/1006.4)

Related Policy(s): Deferral for Domestic Students
Deferral for Overseas Students
Recency of Study for Transfer of Credit Purposes
Transfer of Credit

Commencement Date: July 2006 **Review Date:** July 2007, July 2011

POLICY STATEMENT

Intent:

All courses at Christian Heritage College (CHC) have a designated length. CHC recognises however, that students undertake courses in both fulltime and part-time modes and that this affects the time required for completion. This policy is intended to address issues relating to the length permitted for students to complete a course of study at CHC.

Scope:

This policy applies to all CHC courses.

Restrictions: Domestic students.

Exclusions: Overseas students must complete their course of study in fulltime study load and so the time limit for course completion does not apply.

Objectives:

1. To ensure that the ten-year recency and currency principle applies at the point of completion of a course of study.

Policy Provisions:

1. General

- 1.1. This policy statement outlines generic course rules that, unless otherwise determined by the Dean, will apply to time limits on course completion.
- 1.2. Where the Dean permits a variation of the rules, the justification for the variation shall be noted on the student's file.

2. Course Completion Time Limits

- 2.1. Course completion limits are intended to ensure coherence and academic integrity of courses of study, as well as assisting with the management of student enrolment and progression.
- 2.2. The maximum time allowed for completion of a CHC award shall be ten years. However, course

documentation may specify a shorter period of time for courses where currency of knowledge and coherence of studies are considered to be matters of particular concern.

2.3. A time limit of less than ten years may be imposed. Where such a lesser time limit is imposed, it shall be no less than twice the period of time required for completion of the course in the part-time mode of study (i.e. 50% of fulltime workload).

2.4. A period of approved deferral will not count towards time taken to complete a course of study. Staff and students should consult the CHC deferral policy for details of deferral rules.

3. Interaction of recency and currency of credit and course completion time limits

3.1. Questions may arise concerning the coherence and currency of a course of study where students test the maximum time limits for credit transfer and course completion. For example, if credit were to be given for studies completed ten years ago, and the student then took ten years to complete the award, course coherence would be dependent upon studies completed twenty years ago.

3.2. Consequently, where credit is sought for 25% or more of course requirements, credit shall only be granted on the condition that all studies contributing to the award will have been completed within the normal time limit nominated for completion of the course.

3.3. Unless otherwise determined by the Dean, where this provision is breached, the grant of credit will be revoked on the basis that the imported studies no longer meet equivalency requirements for currency.

3.4. Where credit is revoked, students may, with the approval of the Dean, qualify for exemption from certain course requirements.

4. Communication

4.1. Communication with students regarding any Transfer of Credit will include any specific time limits for course completion which are applied as conditions of credit transfer.

Supporting Procedures and Guidelines:

Please refer to the Procedures on How to Apply for Transfer of Credit in the *Transfer of Credit* policy

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation: Higher Education Standards Framework (HESF 2015)

The provisions of this policy statement are integrated in CHC's policy statement concerning the Recency of Study for Transfer of Credit Purposes. It is in that policy that all of the criteria for time limits on course completion and the recency of study for transfer of credit are to be found in a single statement.

ACCOUNTABILITIES

Implementation:	Academic Board
Compliance:	Academic Board
Monitoring and Evaluation:	Academic Board
Development/Review:	Academic Board
Approval Authority:	Academic Board
Interpretation & Advice:	Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic staff
Academic Administration staff

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- Number of students who appeal decisions with a range of 5% - 15% in the acceptable range
 - Number of students who are unable to complete within the reduced timeframe and subsequently have transfer of credit rescinded.

Other: Nil

Definitions and Acronyms:

CHC - Christian Heritage College
CMC - Citipointe Ministry College
Course of Study - The course leading to an award or degree.
Dean – the head of the School administering a course, includes the Executive Director of the Millis Institute
School – the academic organisational units of CHC, includes the Millis Institute.

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/1006.4	Yes	12/10/2006	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
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